

**NORTH KITSAP FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS**

Date: 10/09/17

Time: 7:15 p.m.

Place: 26642 Miller Bay Rd. NE, Kingston, WA

Meeting called to order by Chair Gregory at 7:15 p.m.		
Present: Commissioner Gregory, Commissioner Pearson, Commissioner Neupert, Commissioner Espinosa, A/C LaGrandeur, A/C Moran, B/C Murray, B/C Abrigo, Community Services Specialist Laboda, Tom Curley and John Huntington		
<u>Topic</u>	<u>Action</u>	<u>Assigned to/ Deadline</u>
The <u>Acceptance of the Agenda</u> —was conducted. Chair Gregory asked the BOC to look at the agenda to see if there are any additions or deletions on the agenda that needs to be made. The agenda was approved as presented. Approved	*MSC	
The approval of <u>Minutes of the September 25, 2017 Regular Meeting</u> —was conducted. The Minutes were approval as presented. Approved	*MSC	
The <u>Blanket Voucher Approval Batch No. 501192 in the amount of \$69,200.10; BVA No. 501299 in the amount of \$13,541.28; Monthly Financial Report</u> —was reviewed. Approved	*MSC	
<u>Resolution No. 2017-19 Rick LaGrandeur; Bachelor of Science Degree Fire Service Administration</u> —was conducted. Approved	*MSC	
<u>Payroll for October, 2017 in the amount of \$484,779.98</u> —was reviewed. Chair Gregory circulated the document to the Board to review. Commissioner Neupert asked if North Kitsap Fire & Rescue will be getting reimbursed for Jay Lovato salary. A/C LaGrandeur stated that A/A Moran will be billing Washington State for his hours worked. Approved	*MSC	
<u>Holiday Payroll in the amount of \$96,778.44</u> — was reviewed. Chair Gregory circulated the document to the Board to review. Approved	*MSC	
<u>Public Participation</u> —Chair Gregory called for Public Participation. There was none.		

10/09/17—Regular Meeting

*Motion Moved / Seconded / Carried (See attached Motion Sheet)

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<p><u>Correspondence: (FYI)</u>—<i>the documents were circulated among the BOC</i></p> <ul style="list-style-type: none"> • There was none. 		
<p><u>Chief's Report</u>—</p> <ul style="list-style-type: none"> • <u>September call volume</u>—A/C LaGrandeur stated that we had 266 response calls in September, 2017 and that 59% of those calls were EMS calls and 41% were fire calls. A/C LaGrandeur stated that there was no major incidents for North Kitsap Fire & Rescue. 		
<ul style="list-style-type: none"> • <u>Operation Report: (provided by A/C LaGrandeur)</u> <u>Overtime</u>—A/C LaGrandeur stated that the overtime hours in September, 2017 was 1,154 hours; however, 609.5 of those hours were for wildland fire deployments, for which we will receive reimbursement. Actual total of overtime hours paid for North Kitsap Fire & Rescue for shift staffing, meetings, etc. was 461.5 hours. 		
<ul style="list-style-type: none"> • <u>Wildland deployment</u>—A/C LaGrandeur stated that the wildland deployment activity was very high for September. Below are some of the highlights: <ul style="list-style-type: none"> ➢ Brush 85 responded to several incidents ➢ Lt. Hickey deployed again as Strike Team Leader ➢ MSO Engle in King County (medical support) 		
<ul style="list-style-type: none"> • <u>Disaster Readiness Update</u>—A/C LaGrandeur gave the following update: <ul style="list-style-type: none"> ➢ Currently working on bids for construction of storage shed at Station 84 <ul style="list-style-type: none"> · Unable to place a container behind the station, so one has to be built · Projected to be completed by the end of October 		
<ul style="list-style-type: none"> • <u>Surface Pro Tablets</u>—A/C LaGrandeur stated that the Surface Pro Tablets are now in service on all engines, ambulances and Battalion 81. A/C LaGrandeur stated that there was a delay in getting a few of the engine's done because we had to install Wi-Fi antennas. 		

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<ul style="list-style-type: none"> • <u>West Kingston Road Project Update</u>—A/C LaGrandeur stated that rumor was that the West Kingston Road project was several months behind; however, that is not true. A/C LaGrandeur stated the project is only several weeks behind, but construction is progressing. 		
<ul style="list-style-type: none"> • <u>Shift Training Ongoing</u>—A/C Moran stated that we are starting fourth quarter. A/C Moran stated that B Shift is going to Fire Training Academy on October 16, 2017 for Annual Live Fire. 		
<ul style="list-style-type: none"> • <u>Recruit Academy/EMT</u>—A/C Moran stated that the 2017 Academy is in full swing. A/C Moran stated that we are now on week five of the academy. A/C Moran stated that so far we have lost four students. We currently have 13 students; eight students for North Kitsap Fire & Rescue and five students for East Jefferson Fire & Rescue. 		
<ul style="list-style-type: none"> • <u>Training</u>—A/C Moran stated that we are moving to a new training program called Target Solutions. A/C Moran that it looks like this program is going to be used county wide. A/C Moran stated that Lieutenant Smith is temporarily assigned to days until the end of the year to help with the transition; moving data from one program to another. A/C Moran stated that he hopes that everyone will be ready to start the new program Target Solutions on January 1, 2018. 		
<ul style="list-style-type: none"> • <u>Tower</u>—A/C Moran stated that the tower has been upgraded especially on the third floor. 		
<ul style="list-style-type: none"> • <u>Facilities</u>—A/C Moran stated that Daniel Fuller is on vacation this week. 		
<ul style="list-style-type: none"> • <u>Vehicle Maintenance</u>—A/C Moran stated that the boat is back from Port Townsend and the maintenance staff will be scheduling to have the bottom paint updated. 		
<ul style="list-style-type: none"> • <u>Mechanic Sutherland</u>—A/C Moran stated that Mechanic Sutherland was injured while off duty. A/ C Moran stated that Aaron Sutherland will be out on leave for eight weeks due to surgery and then he will be on light duty for eight weeks. A/C Moran stated that the maintenance staff will be short one person. 		

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<p><u>Unfinished Business:</u></p> <ul style="list-style-type: none"> There was no Unfinished Business to discuss. 		
<p><u>New Business:</u></p> <ul style="list-style-type: none"> <u>Red Denson's Funeral</u>—A/C Moran stated that North Kitsap Fire & Rescue will be providing the pallbearers. In addition, an engine will be escorting the hearse to the Hansville Cemetery. After the service, there will be a potluck at the Hansville Community Center. A/C Moran stated that A/A Moran has been the contact person with Red's son David in regards to Red Denson's funeral service. 		
<ul style="list-style-type: none"> <u>Discussion on changing the Commissioner Meeting time to 7:00 p.m. for next year</u>—Commissioner Pearson would like to discuss at the next Commissioner Meeting; changing the Commissioner Meeting time to 7:00 p.m. instead of 7:15 p.m. 	<p>Add to the Agenda on October 23, 2017: <i>Changing Commissioner Meeting time to 7:00 p.m.</i></p>	
<p><u>Public Participation</u>—Chair Gregory called for Public Participation. There was none.</p>		
<p><u>Good of the Order:</u></p> <ul style="list-style-type: none"> <u>Sunshine Fund</u>—Commissioner Neupert stated that he has been responsible for the Sunshine Fund for seven years now and he would like for someone else to take over the task. Chair Gregory stated that this item can be discussed at the nest meeting. 	<p>Add to the Agenda on October 23, 2017: <i>Sunshine Fund</i></p>	
<p>There being no further business to conduct, the meeting was adjourned at 7:47 p.m. Approved</p>	<p>*MSC</p>	

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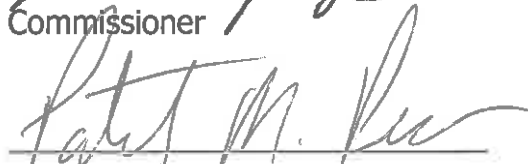
Date: 10/09/17

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Commissioner


Commissioner


Commissioner

Commissioner


Commissioner


Attest

**NORTH KITSAP FIRE & RESCUE
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MOTION SHEET- 1 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: October 9, 2017 **Time:** 7:15 p.m.

ACTION ITEMS

Topic	Motion	
The Acceptance of the Agenda	Motion by Commissioner: Pearson	Moved to approve the Agenda as presented
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Minutes 09/25/17 Regular Meeting	Motion by Commissioner: Pearson	Motion to approve the Minutes of 09/25/17 Regular Meeting as presented
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
BVA No. 501192 - \$69,200.10 BVA No. 501299 - \$13,541.28	Motion by Commissioner: Pearson	Moved to approve: BVA No. 501192 in the amount of \$69,200.10 BVA No. 501299 in the amount of \$13,541.28
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Resolution No. 2017-19 Rick LaGrandeur Bachelor of Science Degree Fire Service Administration	Motion by Commissioner: Pearson	Motion to approve Resolution No. 2017-19 Rick LaGrandeur Bachelor of Science Degree Fire Service Administration
	2 ND by Commissioner: Neupert	
	Carried/Vote	Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

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*Motion Moved / Seconded / Carried (See attached Motion Sheet)

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MOTION SHEET- 2 of 2

BOARD OF FIRE COMMISSIONERS REGULAR MEETING

Date: October 09, 2017 **Time:** 7:15 p.m.
ACTION ITEMS

Topic	Motion	
Payroll for October, 2017 in the amount of \$474,538.59	Motion by Commissioner: Pearson	Motion to approve the payroll for October, 2017 in the amount of \$474,538.59
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Holiday Pay in the amount of \$96,778.44	Motion by Commissioner: Pearson	Motion to approve Holiday Pay in the amount of \$96,778.44
	2 ND by Commissioner: Neupert	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
Adjourn Meeting	Motion by Commissioner: Pearson	Motion to adjourn the Meeting at 7:47 p.m.
	2 ND by Commissioner: Espinosa	
	Carried/Vote	
		Y <input checked="" type="checkbox"/> N <input type="checkbox"/> *Vote:
	Motion by Commissioner:	
	2 ND by Commissioner:	
	Carried/Vote	
		Y <input type="checkbox"/> N <input type="checkbox"/> *Vote:

* O = Opposed; A = Abstention

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*Motion Moved / Seconded / Carried (See attached Motion Sheet)